Basic IROC Training: Student Guide

Creating an Incident

Contents

1. Objectives

Upon completion of this unit, you will be able to:

- Create an incident directly in IROC.
- Create a preposition incident.
- Change the incident number.
- Add or modify locations, financial codes, and radio frequencies for an incident.
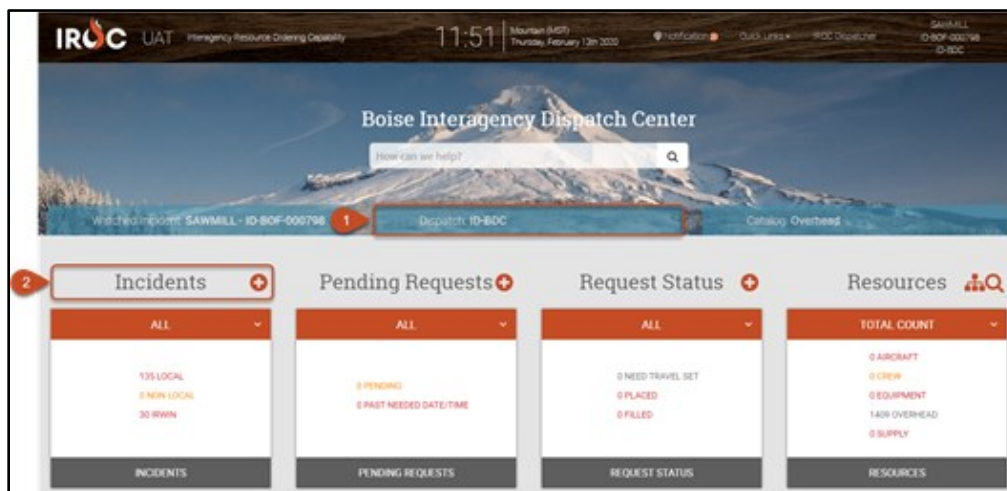
2. Incidents Overview

An **incident** is a human-caused or natural event requiring action or support by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources. Accurate, detailed information about the incident must be entered before generating resource requests for wildfires and other all-hazard incidents.

Most incidents are initiated in another system and then imported into IROC.

This guide describes how dispatchers can create a new incident within IROC.

3. Creating an Incident in IROC

Example Scenario: Nancy is a dispatcher within the Boise Interagency Dispatch Center. A wildfire has been reported, and she needs to create an incident in IROC. Let's walk through the steps Nancy uses to create the incident.

1   In IROC Portal, select the appropriate dispatch center from the **Dispatch** content selector.

2   Click the **Add** (⊕) icon in the Incidents action tile.

3 IROC displays the Create New Incident screen.

> **Note:** All items marked with an asterisk (*) in IROC are required.
>
> **Tip:** Unless otherwise noted, you may type directly in each field. For drop-down menus, start typing in the field to perform a type-ahead search.

4 IROC defaults **Initial Date Time*** and **Initial Time Zone*** to the current date, time, and time zone for the dispatch center you are logged into.

    a To change the date or time, click the **Calendar** icon in that field and select the date and time.

> **Tip:** You can also manually enter the date and time in MM-DD-YYYY hh:mm:ss format.

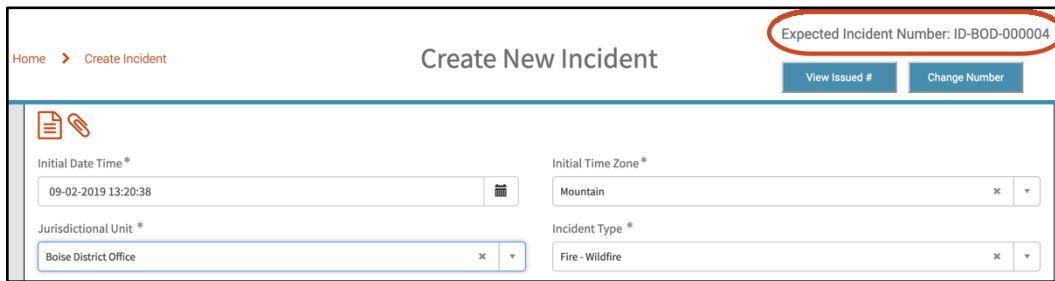   **b** To change the time zone, select from the **Initial Time Zone*** drop-down.

5 From the **Jurisdictional Unit*** drop-down, select the jurisdictional unit (formerly known as the *incident host unit*). After choosing a jurisdictional unit, additional fields will appear to allow further information to be added.

Example Scenario: Nancy selects "Lucky Peak Dam and Lake" from the **Jurisdictional Unit** drop-down. Only units within Nancy's dispatch center (ID-BDC) are included in the drop-down.

> **Note:** The **Jurisdictional Unit** drop-down contains a list of jurisdictional units for the dispatch center you are logged into.
>
> **Tip:** To clear a jurisdictional unit from this field, either select a new unit from the list or click the small **x** in the right side of the field and search again.
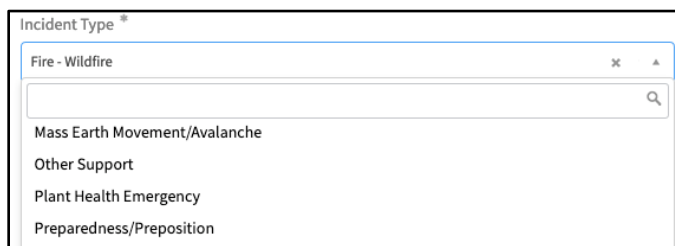
6   After you select the jurisdictional unit, IROC presents the expected incident number in the upper right corner of the Create New Incident screen.

a   To see a list of incident numbers already in use for your jurisdictional unit, click **View Issued #.**

b   Click **Change Number** to assign a new number to your incident.

Note: Incident numbers in IROC use NWCG standards: State Code + Jurisdictional Unit ID + Sequential Incident Number.

7   The **Incident Name** field and the **Location Name*** field default to the expected incident number. To change the incident name, simply type in the field.

8   IROC defaults **Incident Type*** to "Fire – Wildfire." To change this, select from the drop-down.

Tip: To create a preposition incident, select "Preparedness/Preposition" from the **Incident Type*** drop-down.

Incident Location

1   To select an existing location, click the **Search** icon in the **Location Name*** field to open the Pick Existing Location screen.

   a   Select a **Location Type** (airport, organization, or other location) and a **State** from the drop-down menus. The options chosen narrow down the items in the third drop-down on the screen.

   b   The bottom field will change depending on the chosen location type. Select the location from the drop-down menu or enter text to perform a type-ahead search.

   c   When done, click **Save**. The coordinates will automatically populate.

2   To set a new location for the incident, select the location coordinates type from the **Enter Coordinates*** drop-down; then enter the coordinates for the incident's point of origin.

Note: Valid coordinate types are latitude/longitude, UTM (Universal Transverse Mercator), and TRS (Township-Range-Section). IROC defaults to the Latitude/Longitude option.

   a   **Latitude/Longitude** coordinates in IROC are entered in the degrees, minutes, seconds format. For example, the lat/long coordinates for Mt. Rushmore are 43° 52' 49" N, 103° 27' 32" W.

    b   **UTM (Universal Transverse Mercator)** is similar to the lat/long system, except it divides the earth into 60 zones. A UTM coordinate comprises an easting value (how far east you are), a northing value (how far north you are), a zone number, and hemisphere (N/S). The UTM coordinates for Mt. Rushmore are zone 13T, easting 623,794.15, northing 4,859,599.16, northern hemisphere.

Enter Coordinates	Easting *	Hemisphere *
UTM ▼		▼
	Northing *	Zone *

    c   The Public Land Survey System (PLSS) uses **TRS (Township-Range-Section)** to divide public domain lands (lands owned by the federal government for the benefit of US citizens). TRS uses principle meridian, township, range, and section.

Enter Coordinates	Principle Meridian *	Section *
TRS ▼	▼	
	Township *	1/4 1/4
	Range *	

3   Enter navigation instructions, if needed, by entering text directly into the **Navigation Instructions** field in the Create New Incident screen.

Incident Financial Codes

1   To add a financial code associated with this incident, click the **Add** (**+**) icon in the Financial Code list to open the Incident Financial Code screen.

Financial Codes				
Code	Fiscal Year	Owned By	Default	**+**

2   To create a new financial code for an incident, choose the **Create New** option.

Incident Financial Code   ✕

Create Options

Create New	▼

Financial Code *

Fiscal Year *

2020

Owned By *

Default
☐

Cancel   Save

    a   Enter the **Financial Code***.

    b   Select the **Fiscal Year*** (IROC defaults to current fiscal year) and **Owned By*** information.

    c   Click the **Default** checkbox if appropriate. Only one financial code may be set as the default.

    d   When done, click **Save**.

3   To select an existing financial code, choose **Create From Organization** from the **Create Options** drop-down.

Incident Financial Code   ✕

Create Options

| Create From Organization | ▾ |

Organization *

| Boise County | ✕ | ▾ |

Select From Organization Financial Codes *

| | ▾ |

Financial Code *

| |

Fiscal Year *

| 2020 |

Owned By *

| |

Default   ☐

Cancel   Save

a   Select an organization from the **Select From Organization Financial Codes** drop-down.

b   Select a financial code from the **Select From Organization Financial Codes** drop-down. IROC will populate the **Financial Code*, Fiscal Year*,** and **Owned By*** fields with the relevant information.

Note: The codes in the **Select From Organization Financial Codes** drop-down are associated with the incident's jurisdictional unit.

c   Click the **Default** checkbox to make this financial code the default for this incident. Only one financial code may be set as the default.

d   When done, click **Save**.

4   To edit an existing financial code, click the **Edit** icon in the Financial Codes list. To delete an existing financial code, click the **Delete** (x) icon.

Code	Fiscal Year	Owned By	Default	✚
P9123	2020	State of Idaho	✖	✎ ✖

Incident Frequencies

1   To add a radio frequency to this incident, click the **Add** (**+**) icon in the Radio Frequency list to open the Incident Frequency screen.

2   To create a new radio frequency for an incident, choose the **Create New** option.

a   Fill in in the relevant details, including **Frequency*** and **Type***.

b   If necessary, indicate whether this frequency is **Primary** or **Air Tactical** by clicking in the appropriate checkbox.

c   When done, click **Save**.

Note: A list of frequencies associated with the incident's jurisdictional unit will populate the Radio Frequency list.

3   To select an existing radio frequency, choose **Create From Organization** from the **Create Options** drop-down.

a   Select an organization from the **Select From Organization Frequency** drop-down and fill in the relevant information.

b   If necessary, indicate whether this frequency is **Primary** or **Air Tactical** by clicking in the appropriate checkbox.

c   When done, click **Save**.

4   To edit an existing frequency, click the **Edit** icon in the Radio Frequency list. To delete an existing frequency, click the **Delete** (**x**) icon.

5   After entering all relevant details for this incident, click **Create Incident** at the bottom of the **Create New Incident** screen.

Tip: To clear all entered information and start again, click **Clear Form**.